

**MADERA COUNTY**  
**ANIMAL SERVICES DIRECTOR**

**DEFINITION**

Under administrative direction, to plan, direct, manage, and oversee the County's programs for the licensing, impounding, and disposal of animals; to be responsible for the proper enforcement of animal control ordinances; to oversee the operation of the animal shelter; to supervise Animal Services Officers; to perform the full range of Animal Services Officer duties; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises direct supervision over animal services personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, and oversees County programs for the licensing, impounding, and disposal of animals; supervises and directs Animal Services Officers in responding to calls and complaints from the public concerning stray, vicious, diseased, or dead animals; collects and accounts for license fees; maintains records of deposits to County agencies; schedules vaccination and rabies clinics; oversees and participates in the care and feeding of animals at the animal shelter; ensures proper maintenance and cleanliness of the shelter; orders and accounts for materials and supplies needed for animal shelter operation; oversees and participates in the proper disposal of animals; cooperates with other departments and agencies in the investigation of bites and quarantine of animals; interprets and explains the County's animal services programs, policies, and activities; serves as hearing officer for vicious dog complaints and in animal cruelty cases; directs the maintenance of department records; develops and administers assigned budgets, prepares budget requests, and controls expenditures; performs the full range of Animal Services Officer duties; selects, directs, supervises, trains, and evaluates assigned staff.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics and functions of an animal services program.  
Pertinent Federal, State, and local laws, codes, and regulations related to the licensing, impounding, and disposal of animals.  
Safe, humane, and efficient handling of large and small animals.  
Symptoms and control of common animal diseases.  
Characteristics of animal behavior.  
Proper care and feeding of large and small animals.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles and practices of supervision, training, and performance evaluation.

**Skill to:**

Operate a variety of animal control tools and equipment including firearms.  
Operate trucks, small vehicles, and livestock trailers.  
Operate modern office equipment including computer equipment.

**Ability to:**

Plan, direct, manage, and oversee the programs, functions, and operations of the County's animal services program.  
Supervise, train, and evaluate the work of assigned staff.  
Oversee the proper operation and maintenance of an animal shelter.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Properly account for fees collected in the operation of animal services programs.  
Prepare clear and concise reports.  
Effectively represent the County's animal services, enforcement, and shelter programs to the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible experience in the licensing, impounding, control, and disposal of animals which included frequent public contact and two years of supervisory and administrative responsibilities.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in animal science, animal health technology, or a related field.

**License or Certificate:**

Completion of requirements for California Penal Code Section 832.  
Possession of, or ability to obtain, a valid Class 'C' California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 85 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** May, 1995  
November, 2007 - Title Change & Amendment